

This Chart Applies to the Military Departments			
	Type of Conference / Request for Conference		
Value (\$)	Military Attendance at a Non-DoD Entity Conference	Military Hosted Conference	Spousal Travel, Co-Sponsorship with a Non-Federal Entity, or a No-Cost Contract
> 500K	Secretary and Under Secretary	Secretary and Under Secretary	Secretary and Under Secretary
100K - 500K		DON/AA	
20K - 100K			
< 20K	DON/AA		
- All delegation must come from the Secretary or Under Secretary and must be in writing.			
- Currently the only delegation issued is to DON/AA for the items represented above.			
- Conferences should only be hosted or attended where there is a confirmed need for the physical colocation of DoD employees and alternative means of delivering the relevant information is not practical.			
- If, as the date of the conference approaches, it becomes apparent that its costs will exceed the estimated cost and breach the next higher approval threshold, approval must be obtained from the higher level approval authority as soon as possible.			
- Entertainment related expenses are expressly prohibited as part of DoD conferences, including motivational speakers that are not SMEs in the topic of the conference, hired musicians or other entertainers, and extraneous promotional items.			
- If you are jointly hosting a conference with another DoD component, an Executive Agent must be selected to act as the single approval authority for the conference.			
- DCMO must be informed of all high visibility conferences.			
- Do not finalize conference plans, make commitments to vendors or hotels that obligate the government to expend funds, or enter into a co-sponsorship relationship, no-cost contract, or other arrangement with a non-Federal entity prior to approval.			